
**ERIE COUNTY
DEPARTMENT OF PUBLIC WORKS
MARIA LEHMAN, PE, F.ASCE, COMMISSIONER**

REQUEST FOR QUALIFICATIONS (RFQ)

**UTILITY TECHNICAL SERVICES PROVIDER (ELECTRIC)
FOR THE COUNTY OF ERIE**

QUALIFICATIONS

The Erie County Department of Public Works is seeking Qualifications Statements for Utility Technical Services Providers (Electric). Submit three (3) bound copies of your Qualifications Statements to Maria Lehman, P.E., F.ASCE, Commissioner of Public Works, 45 Oak Street, Buffalo, New York, 14203, on or before 2:00 p.m. on January 5, 2005.

Reference your submittals as: **"Qualifications for Utility Technical Services Provider (Electric) for the County of Erie"**.

The Statements of Qualifications shall not exceed twenty-five (25) pages, double sided (printed on both sides) or fifty (50) pages, single sided (printed on one side). Sectional dividers may be used; they will not be counted towards the maximum number of pages allowed. A one-page cover letter may also be included which will not be counted towards the maximum number of pages allowed. The proposal shall include a clear table of contents addressing all the requirements of the RFQ. **These requirements will be strictly enforced. Failure to follow these requirements will render the RFQ non-responsive.**

The Erie County Department of Public Works (hereinafter called DPW) reserves the right to reject any or all the Statements of Qualifications. This invitation does not commit the DPW to accept any Statements of Qualifications and does not obligate DPW for any costs associated with the preparation of the same.

The DPW reserves the right to review, comment, and make modifications to the proposed project team.

If you have questions regarding this RFQ, please call Gerard J. Sentz, P.E., at (716) 858-8436, Monday through Friday, between 9:00 a.m. and 3:00 p.m.

EVALUATION

The Consultant Selection Committee will evaluate all the Statements of Qualifications. The Qualifications will be comparatively evaluated based upon the requirements stated in the body of this RFQ. A number of firms may then be short-listed and a mandatory pre-RFP meeting held. At that meeting, a specific scope of work will be discussed which will form the basis of an RFP to which each short-listed firm will be asked to respond.

ALL QUALIFICATION STATEMENTS WILL BE CRITICALLY REVIEWED. THE COMMISSIONER MAY DEEM A SUBMITTAL AS NON-RESPONSIVE IF A SUBMITTER FAILS TO INCLUDE ALL REQUIREMENTS LISTED HEREIN OR DOES NOT FULLY COMPLY WITH ALL GUIDELINES HEREIN STATED.

LENGTH OF CONTRACT

The Utility Technical Services Provider (Electric) Agreement will be valid for a period of two years, renewable for two additional years.

COUNTY'S AGGREGATION EFFORTS

The County currently is the lead municipality in a utility purchasing group utilizing the deregulated marketplace (Herein referred to as the "Aggregate"). All County-owned buildings are included in the Aggregate along with approximately 20 other municipalities.

SERVICES TO BE PROVIDED

The following is a general framework of services that could be provided by the Utility Technical Services Provider (Electric). However, this framework is not intended to limit services. Instead, the scope of services will be more specifically defined at the mandatory pre-RFP meeting and in the RFP.

1. Electricity procurement including administering a current and future Contract for Differences, scheduling electricity to Aggregate's facilities on the Day-Ahead-Market and Real-Time-Market.
2. Ability to prepare bid specifications as required.
3. Ability to work with other Municipal Aggregators in Western New York.
4. Knowledge and experience with NYISO.
5. Knowledge of PSC and FERC.
6. Ability to represent the County and the Aggregate members at various meetings including the PSC and NYISO.
7. Ability to assist in curtailment recommendations, and optimize use of various markets to lower cost.
8. Ability to assemble various reports documenting savings and current status of the program.
9. Ability to work with current and future County contracted suppliers.
10. Knowledge and ability to conform procedures to General Municipal Law and other relevant laws, rules and regulations of Federal, State and County government.
11. Ability to compose and perform a scope of work for NYSERDA grants.

12. Ability to work with Erie County in the expansion of the Aggregate. Include familiarity with other LDC's within New York and a brief discussion of the possibilities of aggregating with other municipal corporations within New York State.
13. Knowledge/participation level in regulatory issues.
14. Ability to provide monthly billings for each entity within the Erie County Aggregate and ability to provide applicable reports to those entities.
15. Ability to provide quality control on supplier invoices.
16. Knowledge and experience in EDI. Ability to conform to EDI mandates.

QUALIFICATIONS REQUIREMENTS

1. CONTACT INFORMATION

To facilitate communications regarding this RFQ, please state clearly the following:

FIRM NAME:
CONTACT PERSON (NAME AND TITLE):
ADDRESS:
TELEPHONE NUMBER:
FAX NUMBER:
E-MAIL ADDRESS:

2. STATEMENT

A statement is required of each firm submitting qualifications; it shall not exceed two (2) pages in length. This statement can be used to best describe: the firm's understanding of this undertaking, their unique qualifications, and their flexibility in implementing projects of varied scope and nature. A cover letter will not be considered as a statement.

3. MANPOWER COMMITMENT

Provide information regarding manpower commitment in the following order:

- a. A statement clearly indicating that your firm has the capacity to enter into the Utility Technical Services Provider (Electric) Agreement.
- b. A statement on current workload and future workload.
- c. Indicate the location of the office (s) where the work will be performed. List current or anticipated obligations, which will require technical manpower commitments from the same office that will be utilized for this project. Indicate the size of these jobs and their aggregate manpower requirements.
- d. An organizational chart indicating the staff that may be assigned to the contract and their responsibilities.
- e. Indicate the percent of minority personnel, at the firm and in particular on the team.
- f. Provide a disclosure indicating, by name, any principal or staff member presently employed by your firm who was employed by the County of Erie in the year prior to the

date of this RFQ. This disclosure shall also include the individual's title and the Department within the County of Erie for whom the employee worked.

4. CAPABILITIES

The candidates will be judged partially on their ability to handle the services required. One subsection describing the firm's capabilities for each item shall be provided. Each paragraph should be labeled with the appropriate title as shown in the previously noted "Services To Be Provided" listing. In addition, a subsection shall be provided that describes experience with other Municipal Aggregators and a track record of savings history with those entities.

5. REFERENCES

The Candidates are required to provide five (5) references based on relevant past experience. Please state the following information for every reference listed.

FIRM NAME:
CONTACT PERSON (NAME AND TITLE):
ADDRESS:
TELEPHONE NUMBER:
FAX NUMBER:
E-MAIL ADDRESS:

6. SUBMITTALS

During the progress of work, submittals and presentation materials will be transmitted with minimum delay to all parties involved (including LDC's, suppliers, municipalities and other Municipal Aggregators). To this end, submittals may be issued in both electronic and hardcopy formats. Describe the software to be used by your team and your firm's e-mail capability.

7. QUALITY ASSURANCE AND CONTROL

The Quality Control and Assurance of Technical Services are of importance to this Department. The firm must address their approach to Quality Control and Assurance. A detailed discussion of the methodology to be used should be included.